



City of Woodburn
Community Development Department
270 Montgomery Street
Woodburn, OR 97071
Phone: 503-982-5246
Email: planning@ci.woodburn.or.us

OFFICE USE ONLY
File Number(s):

DR _____

Application Packet for a Type II or III Design Review

Visit the City of Woodburn [Planning webpage](#) for the most current forms and applications.

General Information:

The purpose of this review is to ensure all residential and non-residential buildings comply with the standards found in the [Woodburn Development Ordinance](#) (WDO).

Type II Design Review is required for the following:

- a) Non-residential structures 1,000 square feet or less in the RS, R1S, RM, and P/SP zones.
- b) Structures 2,000 square feet or less than in the CO, CG, DDC, and NNC zones.
- c) Structures 3,000 square feet or less in the IP, IL, MUV, and SWIR zones.
- d) For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more than 10% but less than 25%.
- e) Change of use that increases required parking of more than 10% but less than 25%.
- f) Single family and duplexes in the NCOD zone, but excluding structures subject to Type I review.

Type II decisions are made by the Director of Community Development.

Type III Design Review is required for the following:

- a) Non-residential structures in residential zones more than 1,000 square feet in RS, R1S, RM, and P/SP zones.
- b) Multi-family dwellings not meeting all architectural design guidelines and standards.
- c) Structures greater than 2,000 square feet in the CO, CG, MUV, DDC, and NNC zones.
- d) Structures greater than 3,000 square feet in the IP, IL, and SWIR zones.
- e) For sites with existing buildings in the CO, CG, MUV, DDC, NNC, IP, IL, and SWIR zones; expansions or new buildings that increase lot coverage by more 25%.
- f) Change of use that results in a greater than 25% increase in required parking.

Type III decisions are made by the Planning Commission after a public hearing.

Continued on next page.

Fee: *Fees are required for an application to be accepted.*

- ☐ Under 1,000 square feet: see the [planning fee schedule](#) online
- ☐ 1,000 to 4,999 square feet: see the [planning fee schedule](#) online
- ☐ 5,000 to 24,999 square feet: see the [planning fee schedule](#) online
- ☐ 25,000 to 99,999 square feet: see the [planning fee schedule](#) online
- ☐ 100,000 to 199,999 square feet: see the [planning fee schedule](#) online
- ☐ 200,000 square feet or more: see the [planning fee schedule](#) online

Required Submittals:

- ☐ Electronic versions of all application materials, which can be sent via zip folder in email or saved on a flash drive.
- ☐ A [pre-application](#) conference is required prior to design review application submittal.
- ☐ [Uniform Application](#) – one completed copy. In the case of multiple applications, only one Uniform Application form need be submitted.
- ☐ Site plan to scale showing existing and/or proposed buildings and uses relative to property lines, access/driveways, parking and loading areas, landscaped areas and any impacted natural features such as floodplains, wetlands, or trees greater than 12” in diameter. Four printed copies and one digital copy. See [“Site Plan Requirements” checklist](#).
- ☐ Utility plan to scale showing existing or proposed water, sanitary sewer, storm and/or hydrant locations. Four printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- ☐ Architectural drawings to scale, if needed for the proposal. Examples: elevations, isometric or perspective views, or color renderings. Four printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- ☐ Photometric plan if additions or changes to parking and loading or building entrance lighting are proposed. Four printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- ☐ Landscape plan if additions or changes to landscaping are proposed. Four printed copies and one digital copy (letter, ledger, or 24”x36” plan sizes are acceptable).
- ☐ Storm drainage or storm water report. Consult the City Storm Drainage Master Plan and the City Engineer for further details. Two printed copies and one digital copy.
- ☐ Narrative demonstrating compliance with the criteria of the [Woodburn Development Ordinance](#). One printed copy and one digital copy.
- ☐ Latest recorded deed(s) for the subject property, or the recorded sales contract. One copy.
- ☐ Fire access plan illustrating the following items: fire apparatus access and lane routes, lane widths, lane inside and outside turning radii per Oregon Fire Code (OFC) Appendix D, a fire suppression water line, hydrants, and streetside and off-street public utility easements (PUEs) for the fire suppression water line and hydrants, and any fire department connections (FDCs). Supplementary documentation of water flow measurements for nearby hydrants in order to determine if water supply is adequate. Evidence indicating the proposal has an adequate number of hydrants, whether through existing conditions or the installation of additional hydrants.

Prior to deeming an application complete, the Director may request additional information.